

Printing Services

The Print Shop, under the General Services Division, provides printing, copying and bindery services to state government entities. Our customers include counties, cities, state agencies and schools. Our office provides customers with dependable service and high quality results. Technical advice, cost estimates, printing evaluations, methods of economy, and layout specifications are just a few of the consulting services we offer.

The Print Shop offers their customers quality, efficient, and timely service. Work is scheduled on a daily basis, but Monthly and Quarterly periodicals and other similar publications may be scheduled in advance.

Services

Printing Services

- Consulting
- Artwork Design
- Layout
- Typesetting
- Desktop Publishing
- Electronic Scanning
- Rapid Copy
- Offset Printing
- Forms Design
- Color Copies
- Color Printing
- Business Cards,
- Letterhead and Envelopes

Bindery Services

- Perfect Binding
- Saddle Stitching
- Stapling
- Spiral Binding
- Tape Binding
- Sure Binding
- Numbering
- Perforating
- Shrink Wrapping
- Folding
- Drilling
- Padding
- Laminating (up to 11X17)

Please contact the Print Shop for a quote on your printing, copying or bindery needs! We can also give you estimates for printing on specialty papers. Mail us a sample and we can provide a complimentary quote, allowing you to compare the Print Shop's price to that which you are currently paying.

Example Applications for Printing

School Play- Tickets, flyers, posters and programs

New Employee Orientation- Handbooks, training manuals, color-coded fire exit map and stationary suite (including letterhead, envelopes and business cards)

Public Information- Posters, brochures, newsletters and flyers

Training- Posters, handouts, reports, flyers, and brochures

Advantages of Utilizing the Print Shop

Flexibility- We are flexible with our in-house printing schedule, which allows us to accommodate customer needs while ensuring a fast turnaround.

Convenience – We are located within close proximity to state agencies and other government entities located in Columbia. In addition, our web site allows uploads of printing projects to save time and effort for all customers, no matter where they are located in our state.

Delivery – Delivery is available to all customers in the metro-Columbia area for a small fee. We also ship projects out of town via national shipping companies and the Agency Mail service.

Fast Turnaround – Projects are completed in a timely manner, usually before the specified date of request. The Print Shop will work with all customers to ensure their projects are ready when needed, even if that means staying late or shifting work around!

Cost Savings – Utilizing the Print Shop saves you money, while providing high quality materials and professionalism. The Print Shop's pricing will bring you in, and the excellent customer service will bring you back.

Printing Services

Contact Information

803-734-1008 phone • 803-734-1037 fax
Ray Presnell, Manager
PrintShop@gs.sc.gov.

Agency Mail Services

The General Services Division offers an express mail service to provide effective and efficient mail services to as many state government entities as possible. Our rates are far below those of competitors, and we guarantee 24 hour delivery. We serve over 800 customers throughout the state with overnight service of first class mail, fourth class mail, and first class lab delivery.

Our rates are by the pound, and reflect substantial cost savings over the cost of the US Postal Service, UPS, Federal Express, and private couriers. We also ship sensitive materials, including lab samples, medicines, and payrolls.



Rate Comparison

	Agency Mail Cost Per Pound	US Postal Service Cost Per Pound
1st Class	\$1.10*	\$4.05
4th Class	\$0.50	\$3.94
1st Class Lab	\$1.10*	Will not carry

*Guaranteed 24 hour delivery

Sign Up For Agency Mail Service

If you want to sign up for Agency Mail Service, please contact 803-898-9924. We can send you the new customer packet and forms to fill out. We recommend that you evaluate your mail for a month or so and see how much mail is sent to other state agencies that are Agency Mail customers. If you are sending out an average of one pound, or 10 letters, per day, you are a good candidate for Agency Mail.

Online Services

You can download our customer list or search for a customer's address- all online! Visit us at www.gs.sc.gov/amaill! Click on "Find a Customer's Address" to locate the address of a customer to whom you wish to send mail. Or, to download a current list of customers, click on "Available Documents" and then click on the access report for Agency Mail Customer List. You can also learn how to properly address mail for Agency Mail purposes, access points of contact, and view user guidelines.

Contact Information

803-898-9924 Phone • 803-898-9921 Fax
www.gs.sc.gov/amaill
Bill Moody- Program Manager

Our call-in center records all work request information, and then notifies the responsible employee of the work request. SBS maintains a database of all work request information that facilitates the tracking of labor time and material costs.



Current Customers

SBS has contracts with the following State agencies: Division of Motor Vehicles; Department of Public Safety; Employment Security Commission; Probation, Parole and Pardon and Department of Revenue. These buildings are cared for under a facilities maintenance plan developed by Statewide Building Services.

New Customers

If your state government entity is interested in outsourcing all or part of your facilities maintenance to Statewide Building Services, please contact us at 803-734-2941. SBS can tailor a facilities maintenance plan to the specific needs of an organization.

**Statewide Building Services
Contact Information**

803-734-2941 Phone
803-734-5096 Fax
www.gs.sc.gov/facilities/FM-statewide
Marshall Rock - Team Leader

Commercial Vendor Repair Program (CVRP)

The CVRP is a partnership between SFM and over 600 commercial vendors in all 46 counties. The CVRP is designed to help ensure state vehicles are maintained at safe and serviceable standards throughout their life cycle at the lowest possible cost. Our goal is to provide high quality service and convenience for our customers. Currently, the program supports over 9,000 vehicles.

SFM provides the resources to eliminate unnecessary repairs and overcharging for services. Participating in CVRP saves participants 35-45 percent versus national account rates. Signing up is easy, and additional vendors can be added to fit your needs.

Customers needing repairs or maintenance call a trained master technician at SFM to access the vehicle’s history and assist the customer according to their vehicle’s needs. Then, the technician directs them to a participating vendor. The technician issues a purchase order number and dollar limit and can discuss the work to be completed directly with the vendor. SFM pays the invoice to the vendor and the customer pays one monthly invoice to SFM to cover the costs for all vehicles enrolled. The CVRP can also be a complement to your existing maintenance shop.



**Central Transportation
Maintenance Facility (CTMF)**

The CTMF is located in Columbia and offers a full range of light vehicle maintenance and repair services, with charges based on a standard industry (Mitchell’s) flat rate system. The SFM flat rate is generally 25-30 percent lower than the average for the Columbia area.

Surplus Property

The South Carolina Budget and Control Board General Services Division operates the State and Federal Surplus Property Programs. These are two distinct programs with different procedures and eligibility criteria governing each. They share the common purpose of providing a central state location for disposing of government surplus property by first attempting to reuse the property in another governmental or eligible non-profit setting and only disposing of it by sale to the general public if no such need exists

Under the Federal Program, items must be offered to governmental entities and eligible non-profits for a period of nine months. If they remain unsold, they can be offered at auction to the general public. Under the State Program, items must be offered to governmental entities and eligible non-profits for a period of time. If they remain unsold, they are available for sale during normal surplus hours in the warehouse and online

Types of Property Sold

Air Compressors	Ambulances	Sleeping Bags
Fire Extinguishers	Bulldozers	Uniforms
Forklifts	Typewriters	Pumps
Motor graders	Two-Way Radios	Refrigerators
Helmets	Chairs	Desks
Pianos	Pool Tables	Aircraft
Boats	Hand Tools	
Playground Equipment	Computer Equipment	
Cars, Trucks and Vans	Gasoline/Diesel Engines	
Special Tools and Equipment (i.e. mechanical and electrical)		

How the Property is Sold

Generally, property is brought to Surplus Property for sale. The property is available for state government entities and eligible non-profits for nine months (Federal Warehouse) or time (State Warehouse). Property is available to the public both at auctions held periodically during the year and during regular business hours in the State Warehouse. Property is also available via our Ebay store, which is found by clicking on the link on www.scsurplusproperty.com or under the store “scgovtsurplus.” There are also special sales held throughout the year that feature items available for the public and held outside of normal operating hours. Information on these sales is available, when applicable, on our web site.

Who is eligible?

The following organizations may be eligible to purchase Federal and State surplus property:

Public Agencies (State and Local) School Systems

Colleges and Universities

Libraries

Medical Institutions, Clinics,

Health Centers, Hospitals

and Nursing Homes

Police, Sheriff, Fire Departments

Non-profit Child Care Centers,

Schools for the Physically/Mentally Challenged,

Providers of Assistance to Homeless, Non-Profit and Public

Programs for the Elderly, SEA's (Service Educational Activities)

such as Girl Scouts, Boy Scouts and Red Cross

The public is able to purchase property at the appropriate

points in the sales cycle from the State Program. The public

is invited during regular operational hours to view items for

sale at any time during regular business hours.



Auctions

After expiration of the sales cycles, auctions are conducted at the Surplus Warehouse location as well as on-site at agencies such as the

Department of Natural Resources or Department of Transportation where the amount of property is too large or cumbersome to be relocated. Notice of auction is given by advertisement in The State Newspaper on the Sunday preceding the

auction, on our web site www.scsurplusproperty.com and posting in the warehouse. Auctions of Federal Property are also conducted online on www.gsaauctions.gov.

Hours of Operation

Monday-Friday 8:00 am to 4:30 pm

Contact Information

803-896-6880 Phone

www.scsurplusproperty.com

Shawn Powers, Surplus Property Mgmt. Officer

Statewide Building Services

803-734-2941 Phone • 803-734-5096 Fax

www.gs.sc.gov/facilities/FM-statewide

State Fleet Management Services

(803) 737-0668 Phone • (803) 737-1160 Fax

www.scfleet.sc.gov

Surplus Property

803-896-6880 Phone • (803) 896-6894 Fax

www.scsurplusproperty.com

Printing Services

(803) 734-1008 Phone • (803) 734-1037 Fax

www.ogs.state.sc.us/business/printshop

Agency Mail Services

(803) 898-9924 Phone • (803) 898-9921 Fax

www.gs.sc.gov/amail



General Services

Jim Forth

Business Developer

1201 Main Street • Suite 420 • Columbia, SC 29201

(803) 737-0619 Phone

(803) 737-0592 Fax

jforth@gs.sc.gov

www.gs.sc.gov

SOUTH CAROLINA



GOVERNMENTAL

SERVICES PROVIDED BY

GENERAL SERVICES

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1201 Main Street • Columbia, SC 29201

www.gs.sc.gov

Statewide Building Services

Overview

Statewide Building Services contracts with State agencies to provide a full range of facilities management services, including: general building maintenance, custodial, grounds, pest control, project management (roof, HVAC, and floor replacement), energy management and waste disposal. SBS has been providing these services for State agencies for over ten years.

Employees are knowledgeable in all areas of building maintenance including HVAC, electrical, plumbing, locksmith and carpentry. In addition, their project management experience includes roof installation, HVAC installation and floor replacement.

SBS has divided the state into districts and assigned a managing superintendent to each district. By placing these employees in strategic areas across the state, SBS can ensure a timely response to any maintenance issue that arises. We have also established relationships with vendors throughout the state to call upon when additional resources are needed.

Pricing and Costs

SBS has been able to keep our expenses below \$6 a square foot by achieving economies of scale. By comparison, the private sector national average was \$9.05 and the public sector national average was \$6.66 for fiscal year 2004.

The SBS facilities management system enables employees to track labor time and material costs by building. Monthly reports show how the contracted money is spent by type of service. These reports provide our customers information on the costs to maintain their buildings.

SBS establishes an initial contract price for the length of one year. Contracts are then renewed each year. The contract price would be determined by such factors as: types of services to be provided, age of structure and systems, types of services agencies provide, square footage of buildings, and acreage.

Call Center

The SBS call-in center has a toll free number that operates from 8 am through 9 pm Monday through Friday. Between the hours of 9 pm and 8 am, and on holidays and weekends, our staff can be accessed via pager to respond to emergencies 24/7.

State Fleet Management Services

Long Term Vehicle Leasing

The State Fleet Management Lease Fleet makes approximately 2200 vehicles available to government entities on an "as needed" basis. Agencies using lease fleet vehicles maintain significant flexibility in adjusting their fleet usage based on current needs and funds availability. Lease costs are structured to be constant, based on a monthly rate and per mile rate by vehicle class. The monthly rate includes capital cost and administrative costs. The mileage rates cover fuel, maintenance, and repairs for the vehicle. The mileage rate varies according to the class of the vehicle. As agencies add, reduce or restructure programs, they can quickly obtain additional vehicles or turn in vehicles as needed. This structure allows agencies to plan expenditures based solely on current usage needs and avoid unexpected cost increases.



Motor Pool

State Fleet Management currently operates two motor pools for short term vehicle rentals. These motor pools are located in Columbia and Charleston. The motor pools contain different classes of vehicles. Other motor pool locations can be added in the future if they are needed.

The motor pool rates and an on-line reservation form are listed on the State Fleet Management web page www.scfleet.sc.gov.

If your organization owns its vehicles, SFM offers three programs to save on maintenance, repairs, and fuel. They are included in the lease program, but you can also participate in them as stand alone programs.

Fuel Card

The State Universal Fuel Card Program is one of the nation's most advanced fleet fueling systems. It gives access to over 3,000 commercial fuel stations and approximately 100 state facilities throughout South Carolina, and over 75 percent of all commercial facilities nationwide, that honor Wright Express fuel cards.

Sales to any government entities are pre-exempt from federal excise taxes, and off road equipment can be exempt from state road use tax. The fuel card also allows customers to be billed the same price for fuel at all participating locations, removing the diversion costs of driving miles to obtain fuel at the lowest cost.



By participating in the fuel card program, users obtain management tools they can access online. This website allows customers to order fuel cards, cancel lost or stolen cards, add and delete PINs, examine real time and archived transactional data, receive exception reports, and view tank levels at owned sites.

General Services Division's State Fleet Management (SFM) exists to provide cost effective centralized management of state-owned motor vehicles. Customers include state agencies, political subdivisions and local governments.

For a complete list of the policies that govern state vehicles, or the management resources available to you, please visit our web site or contact State Fleet Management.

State Fleet Management Contact Information:

(803) 737-0668 Phone
(803) 737-1160 Fax
www.scfleet.sc.gov
Jeff McCormack - State Fleet Manager

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